
FINANCIAL ADMINISTRATION

Lakes, Rivers and Aquatic Invasive Species (AIS) Control Grant Programs

The following information will provide you with guidance to manage the financial assistance you are receiving and help in filling out the forms for the Lakes, Rivers and AIS Grant Programs. ***Read your grant agreement carefully and share it with your consultant(s). It contains conditions that govern your project.***

Rev. 1-13

Project Grant Awards

You have received a signed grant agreement from the Department outlining the approved project scope, time period, and budget. Your authorized individual should sign one copy of this grant agreement and return it to your regional Environmental Grant Specialist within 30 days of the award date.

Grant Agreement Effective Dates

Note the start date and end date of your grant agreement. For Early Detection and Response (AIS) grants, work can commence after projection confirmation from your Lake/AIS/River Coordinator. All grants expire on either June 30 or December 31 of the given year.

Caution!

Costs incurred prior to the starting date listed on the grant agreement will not be eligible for reimbursement.

Changes to the Grant Agreement (Amendments)

Any changes to the grant agreement in project activities (scope), time period, or cost must be requested in writing and submitted to the regional Environmental Grant Specialist **before** the agreement expiration date. Contact your regional Environmental Grant Specialist to discuss your situation before submitting a request.

Change to the Project Scope

Requests for an amendment to the scope of the project must be consistent with the project activity outlined in the original grant agreement. Changes in the agreement will not be made if the nature of the change substantially alters the scope of the project activity. Changes in the scope of the agreement that increase the amount of cost sharing beyond that allowed under law will not be made and are subject to availability of funds.

Changes to the Project Costs

Requests to amend project costs may be submitted when project activity costs are higher than estimated or when a work activity is expanded. However, increases in the amount of cost sharing may not exceed the maximum amount established by law and are dependent on money being available. Refer to the cost amendment summary table and contact your regional EGS to discuss your situation before submitting a request.

Attention!

Cost Amendment Summary

	Cost Request <15%	Cost Request >15%	Cost Request over grant cap
Same Project Scope	Yes, up to grant cap	Compete next grant cycle-use old project score	Compete next grant cycle-new project
Project Scope Change	Yes, up to grant cap	Compete next grant cycle-new project	Compete next grant cycle-new project
DNR-required scope change	Yes, up to grant cap	Yes, up to grant cap	Compete next grant cycle-new project

Changes to the Grant Agreement Time Period

Projects must be completed prior to the expiration date indicated in the grant agreement. If there is the possibility that a project won't be completed by that date, we recommend that you request an extension. Requests to extend the term of the grant

agreement must be made prior to the project expiration date listed on the agreement.

If the requested change is approved, the Sponsor will receive an amendment to the original grant agreement signed by the Department.

Financial Administration During the Project *Sponsor's Responsibilities*

The accounting procedures and fiscal controls used to record project costs and state grant receipts must be based on generally accepted accounting principles. You must:

- Establish a separate ledger account for project expenditures.
- Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and provide evidence of that expenditure. (e.g., a copy of a canceled check). If your bank does not return canceled checks, a copy of the bank statement is acceptable.
- Comply with all local and state contract bidding requirements. (You may need to consult with your attorney to insure that you are in compliance with all applicable laws regarding competitive bidding and awarding bids.)
- Label each document you are submitting with the project number assigned to that project (e.g. AEPP-368-13, LPL-1484-13, RP-243-13 – each project has a specific number assigned to only that project and is listed on the grant agreement to the right of the sponsor name.)
- Maintain payroll vouchers for salaries and wages. If payroll voucher forms are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, project item involved, and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority. All time associated with the project needs to be clearly documented.
- Report expenditures on the reimbursement claim worksheets.

Local Share (Sponsor “match”)

The local share (sponsor “match”) of the project cost may include the substantiated value of donated materials, equipment, services and labor subject to all of the following:

- All sources of local share donation shall be indicated when the application for a grant is submitted
- The maximum value of donated, non-professional labor shall be \$12.00 per hour
- The value of donated equipment shall conform to the Wisconsin Department of Transportation’s (WI DOT) highway rates for equipment
- The value of donated materials and professional services shall conform to market rates and be established by invoice. The local share may include:
 - Professional supervision and administration staff time for the project, supported by Force Account Labor worksheets and summaries
 - The value of other professional services in conformance with market rates and as documented by invoice
- For Land Acquisition Projects: Fair market value of donated property as determined by appraisal made under this section and shall be a portion of the property to be acquired.

Claims for Reimbursement

Claims for payment of project expenditures are made on a reimbursement basis (with the possible exception of payment of the fair market value of property). To be eligible for reimbursement all costs must be incurred within:

- The project time period shown in the grant agreement
- The scope of activity summarized in the grant agreement and detailed in the application submitted for the project
- The state aid project amount shown in the grant agreement

Some grant reimbursement claims may be submitted to the department throughout the life of the grant agreement. The department may withhold 10% of the state share for a

final payment. See specific grant program guidelines that apply. Final claims for payment shall be submitted within 6 months of the grant agreement expiration date.

Required Documentation

The following documentation is required to process a claim for reimbursement of project expenditures:

1. Copies of all contracts or agreements with contractors or service providers.
2. Completed department reimbursement forms. Completion instructions are included on the forms.
For all grants:
Form 8700-001, ***Request for Payment***
Form 8700-002, ***Payment Request Worksheet***
3. Photocopy of the vendor invoices for services or materials. Invoices and checks combining costs for multiple grants must be explained so that the specific cost associated with each grant is identified.
4. Photocopies of canceled checks (front and back) issued for payment of all services and materials (or bank statements).
5. Standard invoice broken down by category showing expenditures. Upon request, support documentation must be submitted to the DNR.

PROTECT CONFIDENTIAL DATA

The Wisconsin Department of Natural Resources (DNR) takes seriously its responsibility to protect all confidential data that are collected as the DNR administers its programs. For DNR grant programs, “confidential data” typically includes:

- **Personal -- Social Security number, date of birth, driver’s license number, signature**
- **Financial -- Bank account numbers on cancelled checks and statements. Credit card numbers on submitted receipts. Account and credit balances or limits. Federal or Wisconsin tax returns.**

If a grant is being issued to an individual, we need most of the personal data listed above before we can issue payments or reimbursements. This needed data comes to the DNR on completed W-9 forms. The DNR has a process to restrict access to and secure W-9 forms.

The DNR, however, is often sent ***unnecessary*** confidential data that are attached to proofs of payment, receipts, or other documents in support of a reimbursement request. Please protect confidential data by blackening out – also called “redacting” – bank account numbers, credit card account numbers, and other confidential data ***before*** proofs of payment are sent to the DNR. Please do not redact check numbers from bank statements.

Final Report Requirements

All projects must result in a final report that is suitable for use by the general public. The final report must meet the criteria agreed to in the grant agreement and be approved by the regional AIS/Lake/River Coordinator.

Send All Claims for Reimbursement to:

The regional Environmental Grant Specialist.

How Reimbursement Claims are Processed

The regional AIS/Lake/River Coordinator reviews the final report for technical compliance with the project grant scope and approves the report. The Environmental Grant Specialist then reviews the reimbursement claim. If the claim for reimbursement is complete (including all required documentation) and in compliance with the project grant agreement, the Environmental Grant Specialist will approve the claim for reimbursement. The reimbursement claim gets forwarded to the regional Finance Office where payment is made.

Audits

The state has the right to audit or examine all books, papers, accounts, documents or other records of the Sponsor as they relate to the project for which the specific grant program funds were granted.

The Sponsor must retain all project records for a period of not less than 3 years after final payment or final disposition of audit findings.

The purpose of the audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

Single Audit

Organizations, including Tribes, shall comply with annual Single Audit requirement as specified in OMB Circular A-133 "Audit of States, Local Governments, and Non-Profit Organizations" and the Wisconsin State Single Audit Guidelines <http://www.doa.state.wi.us/section.asp?linkid=81&locid=167> issued by the Wisconsin Department of Administration (DOA), State Controller's Office (SCO).

When a Project is Not in Compliance with the Grant Agreement

If the department finds that a project has not been satisfactorily completed by the expiration date of the grant agreement or that the Sponsor has violated a term of the grant agreement, the department may terminate the grant and seek reimbursement of the state share or a portion of the state share previously distributed to the Sponsor.

Filling out Payment Reimbursement Claim Worksheets

Make copies of the blank sheets before you get started. Fill out the worksheet first (form 8700-002). Fill out each line with as much detail as possible.

Make sure you have provided the required documentation for each line:

- A copy of the invoice or bill for the eligible expense
- A copy of both sides of the canceled check to pay that bill (if canceled checks aren't available then a copy of the appropriate bank statement may be substituted)
- Copies of bid proposals, professional service contracts, change orders and authorized detailed force account time sheets or volunteer time sheets, if applicable.

For land acquisition projects, you must also submit:

- A copy of the recorded grant agreement and the recorded deed at the Register of Deeds with the new disclaimer inserted (see the financial section of the grant agreement).
- A copy of the title insurance or Opinion of Title
- A copy of the relocation cost statement, if applicable

Filling out Payment Reimbursement Claim Form

Total the appropriate columns on the worksheet and move the total to the reimbursement claim form. Be sure to indicate whether this is a partial or final payment. (For Lake Planning, River Planning and Clean Boats Clean Waters Grants, only an advance payment requested at the time of award acceptance and/or a one-time final pay request is possible.)

Who to Contact with Questions

Your regional Environmental Grant Specialist

DNR Aquatic Invasive Species Grant Contacts:

Your first and primary contact for AIS Control projects contact is the lakes/AIS/river coordinator. Additional information on AIS Control grants and DNR lake programs can be found at: <http://dnr.wi.gov/Aid/Grants.html>

NER Northeast Region including the following counties: Door, Brown, Calumet (East ½), Fond du Lac, Kewaunee, Manitowoc, Outagamie	
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Mary Gansberg, Lake Coordinator 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph) 920-662-5498 (fax)	Gary Hanson, Environmental Grants Specialist 2984 Shawano Ave., Green Bay, WI 5413 920-662-5123 (ph) 920-662-5415 (fax)
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NER Northeast Region including the following counties: Calumet (West ½), Green Lake, Marquette, Waupaca, Waushara, Winnebago	
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Ted Johnson, Lake Coordinator 427 E. Tower Dr., Suite 100, Wautoma, WI 54982-6927 920-787-3048 (ph) 920-787-2477 (fax)	Gary Hanson, Environmental Grants Specialist 920-662-5123 (ph) 920-662-5415 (fax)
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NER Northeast Region including the following counties: Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago	
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Brenda Nordin, AIS Coordinator 2984 Shawano Ave., Green Bay WI 54313-6727 920-662-5141 (ph) 920-662-5498 (fax)	Gary Hanson, Environmental Grants Specialist 920-662-5123 (ph) 920-662-5415 (fax)
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NOR Northern Region (Rhineland) including the following counties: Iron, Oneida, Vilas	
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Kevin Gauthier, Sr., Lake Coordinator 107 Sutliff Ave., Rhineland WI 54501 715-365-8937 (ph) 715-365-8932 (fax)	Jane Malischke, Environmental Grants Specialist 810 W. Maple St., Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)
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NOR Northern Region (Rhineland) including the following counties: Forest, Florence, Langlade, Lincoln, Price, Taylor	
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Jim Kreitlow, Lake Coordinator 107 Sutliff Ave., Rhineland WI 54501 715-365-8947 (ph) 715-365-8932 (fax)	Jane Malischke, Environmental Grants Specialist 715-635-4062 (ph) 715-635-4105 (fax)
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NOR Northern Region (Spooner) including the following counties: Ashland, Bayfield, Burnett, Douglas, Washburn	
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Pam Toshner, Lake Coordinator 810 W. Maple St., Spooner, WI 54801 715-635-4073 (ph) 715-392-7993 (fax)	Jane Malischke, Environmental Grants Specialist 715-635-4062 (ph) 715-635-4105 (fax)
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NOR Northern Region (Spooner) including the following counties: Barron, Polk, Rusk, Sawyer	
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Alex Smith, AIS Coordinator 810 W. Maple St., Spooner, WI 54801 715-635-4124 (ph) 715-635-4015 (fax)	Jane Malischke, Environmental Grants Specialist 715-635-4062 (ph) 715-635-4105 (fax)
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SCR South Central Region including the following counties: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk	
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Susan Graham, Lake Coordinator 3911 Fish Hatchery Rd., Fitchburg WI 53711 608-275-3329 (ph) 608-275-3338 (fax)	Sandy Chancellor, Environmental Grants Specialist 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph) 608-275-3338 (fax)
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SER Southeast Region including the following counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha	
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Heidi Bunk, Lake Coordinator 141 NW Barstow St., Rm. 180, Waukesha, WI 53188 262-574-2130 (ph) 262-574-2128 (fax)	Walt Ebersohl, Environmental Grants Specialist 2300 N. Martin Luther King, Jr. Dr., Milwaukee, WI 53212 414-263-8569 (ph) 414-263-8483 (fax)
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WCR West Central Region including the following counties: Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood	
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Buzz Sorge, Lake Coordinator 1300 W. Clairemont Ave., Eau Claire WI 54701 715-839-3794 (ph) 715-839-6076 (fax)	Bruce Neeb, Environmental Grants Specialist 1300 W. Clairemont Ave. Eau Claire, WI 54701 715-839-3713 (ph) 715-839-6076 (fax)
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DNR Lake Planning and Protection Grant Contacts:

Your first and primary contact for lake management projects contact is the lakes coordinator. Additional information on lake grants and DNR lake programs can be found at

NER Northeast Region including the following counties: Brown, Door, Calumet (East ½), Fond du Lac, Kewaunee, Manitowoc, Outagamie	
Mary Gansberg, Lake Coordinator 2984 Shawano Ave., Green Bay WI 54313 920-662-5489 (ph) 920-662-5498 (fax)	Gary Hanson, Environmental Grants Specialist 920-662-5123 (ph) 920-662-5415 (fax)

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Pam Toshner, Lake Coordinator 810 W. Maple St., Spooner, WI 54801 715-635-4073 (ph) 715-392-7993 (fax)	Jane Malischke, Environmental Grants Specialist 715-635-4062 (ph) 715-635-4105 (fax)

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Alex Smith, Lake Coordinator 810 W. Maple St., Spooner, WI 54801 715-635-4124 (ph) 715-635-4015 (fax)	Jane Malischke, Environmental Grants Specialist 715-635-4062 (ph) 715-635-4105 (fax)

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Susan Graham, Lake Coordinator 3911 Fish Hatchery Rd., Fitchburg WI 53711 608-275-3329 (ph) 608-275-3338 (fax)	Sandy Chancellor, Environmental Grant Specialist 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph) 608-275-3338 (fax)

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Heidi Bunk, Lake Coordinator 141 NW Barstow St, Rm 180, Waukesha, WI 53188 262-574-2130 (ph) 262-574-2128 (fax)	Walt Ebersohl, Environmental Grant Specialist 2300 N Martin Luther King, Jr., Dr, Mil., WI 53212 414-263-8569 (ph) 414-263-8483 (fax)

WCR West Central Region including the following counties: Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood	
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DNR River Planning and Management Grant Contacts:

For assistance with specific or science-related aspects of your project, contact the River Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. Additional information on River Planning and Management grants can be found at: <http://dnr.wi.gov/Aid/Rivers.html>

NER Northeast Region including the following counties: Door, Calumet (East ½), Kewaunee, Manitowoc	
Mary Gansberg, River Coordinator 2984 Shawano Ave., Green Bay, WI 54313 920-662-5489 (ph) 920-662-5498 (fax)	Gary Hanson, Environmental Grants Specialist 2984 Shawano Ave., Green Bay, WI 5413 920-662-5123 (ph) 920-662-5415 (fax)
NER Northeast Region including the following counties: Brown, Marinette, Menominee, Outagamie, Shawano	
Andy Hudak, River Coordinator 2984 Shawano Ave., Green Bay, WI 54313 920-662-5117 (ph) 920-662-5498 (fax)	Gary Hanson, Environmental Grants Specialist 920-662-5123 (ph) 920-662-5415 (fax)
NER Northeast Region including the following counties: Calumet (West ½), Fond du Lac, Green Lake, Marquette, Waupaca, Waushara, Winnebago	
Dave Bolha, River Coordinator 625 E. County Rd. Y, Ste 700, Oshkosh, WI 54901 920-424-7892 (ph) 920-424-4404 (fax)	Gary Hanson, Environmental Grants Specialist 920-662-5123 (ph) 920-662-5415 (fax)
NOR Northern Region (Rhineland) including the following counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas	
Jim Kreitlow, River Coordinator 107 Sutliff Ave., Rhineland WI 54501 715-365-8947 (ph) 715-365-8932 (fax)	Jane Malischke, Environmental Grants Specialist 810 W. Maple St., Spooner, WI 54801 715-635-4062 (ph) 715-635-4105 (fax)
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SCR South Central Region including the following counties: Grant, Green, Iowa, Lafayette	
Jim Amrhein, River Coordinator 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-3280 (ph) 608-275-3338 (fax)	Sandy Chancellor, Environmental Grants Specialist 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-7760 (ph) 608-275-3338 (fax)
SCR South Central Region including the following counties: Columbia, Dodge, Jefferson	
Dan Heim, River Coordinator N7725 Hwy 28, Horicon, WI 53032 920-387-7865 (ph) 920-387-7888 (fax)	Sandy Chancellor, Environmental Grants Specialist 608-275-7760 (ph) 608-275-3338 (fax)
SCR South Central Region including the following counties: Dane, Rock	
Mike Sorge, River Coordinator 3911 Fish Hatchery Rd., Fitchburg, WI 53711 608-275-3247 (ph) 608-275-3338 (fax)	Sandy Chancellor, Environmental Grants Specialist 608-275-7760 (ph) 608-275-3338 (fax)
SCR South Central Region including the following counties: Crawford, Richland, Sauk	
Jean Unmuth, River Coordinator 1500 N. Johns St., Dodgeville, WI 53533 608-935-1926 (ph) 608-935-9652 (fax)	Sandy Chancellor, Environmental Grants Specialist 608-275-7760 (ph) 608-275-3338 (fax)
SER Southeast Region including the following counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan	
Craig Helker, River Coordinator 9531 Rayne Rd., Ste. 4, Sturtevant, WI 53177 262-884-2357 (ph) 262-884-2306 (fax)	Walt Ebersohl, Environmental Grants Specialist 2300 N. Dr. Martin Luther King Jr Dr, Milwaukee, WI 53212 608-263-8569 (ph) 414-263-8483 (fax)
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Rachel Sabre, River Coordinator 141 NW Barstow St., Rm. 180, Waukesha, WI 53188 262-574-2133 (ph) 262-574-2128 (fax)	Walt Ebersohl, Environmental Grants Specialist 608-263-8569 (ph) 414-263-8483 (fax)

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Mark Hazuga, River Coordinator 1300 W. Clairemont Ave., Eau Claire, WI 54701 715-839-1603 (ph) 715-839-6076 (fax)	Bruce Neeb, Environmental Grants Specialist 1300 W. Clairemont Ave., Eau Claire, WI 54701 715-839-3713 (ph) 715-839-6076 (fax)

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Kurt Rasmussen, River Coordinator 3550 Mormon Coulee Rd., La Crosse, WI 54601 608-785-9910 (ph) 608-785-9990 (fax)	Bruce Neeb, Environmental Grants Specialist 715-839-3713 (ph) 715-839-6076 (fax)

Lake Partnerships:

Wisconsin Lakes - This is a statewide organization of lake groups, set up to promote public policy, advance education and strengthen local leadership.

Karen von Huene, Executive Director
4513 Vernon Blvd., Suite 101
Madison, WI 53705
Ph: 608-661-4313
800-542-5253 (in WI only)
Fax: 608-661-4314

email: kvonhuene@wisconsinlakes.org

U.W. – Lakes Extension - This office provides lake education and organization assistance.

Eric Olson, Director and Lake Specialist
College of Natural Resources, UW-SP
800 Reserve Street
Stevens Point, WI 54481-3897
Ph: 715-346-2192
Fax: 715-346-4038

email: eolson@uwsp.edu

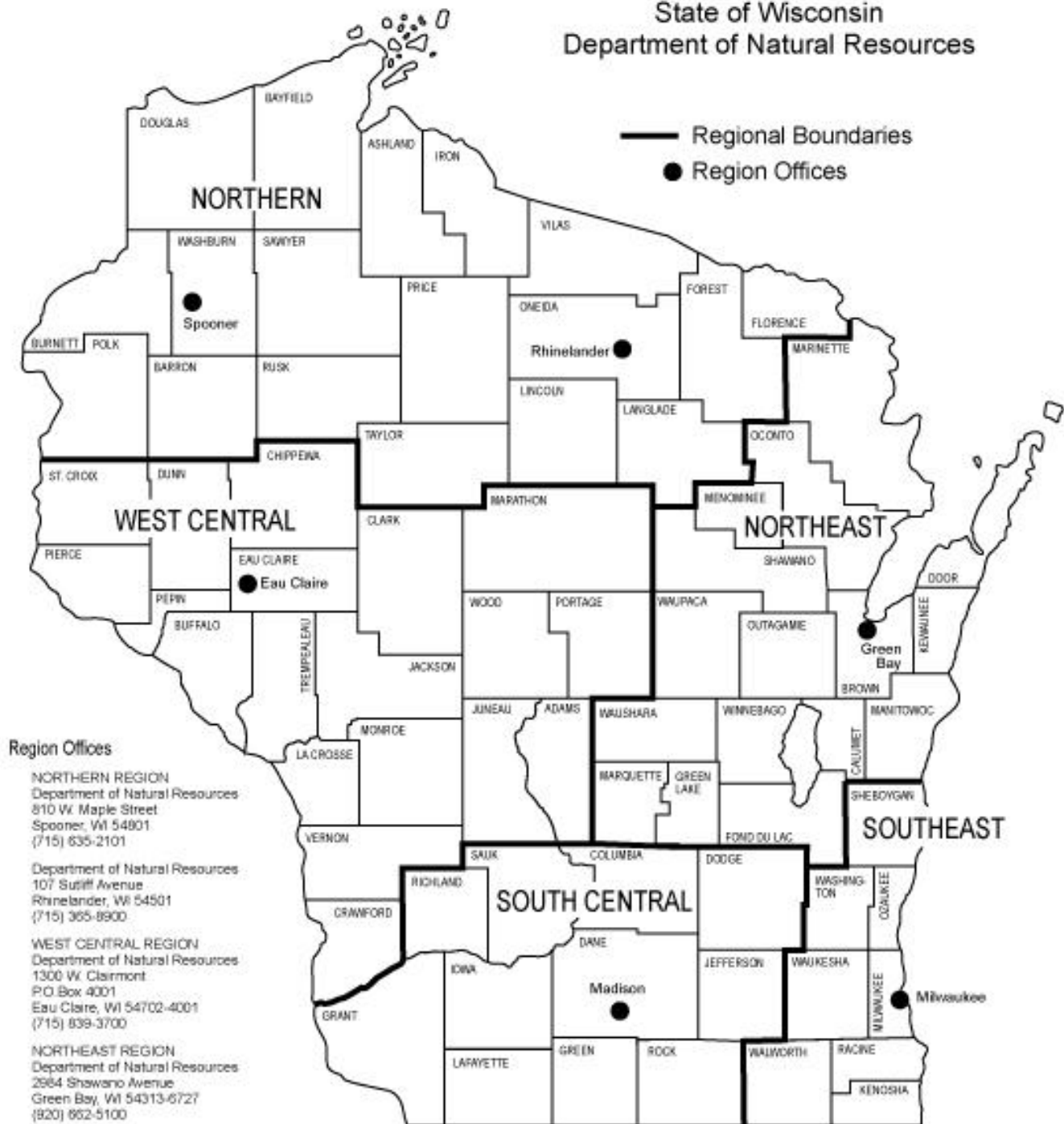
River Alliance of Wisconsin – For help with project ideas and grant proposals, please contact Allison Werner.

Email: awerner@wisconsinrivers.org

Phone: 608-257-2424

Web: www.wisconsinrivers.org

State of Wisconsin
Department of Natural Resources



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